

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DODE08022853

DATE POSTED: 02/17/22

POSITION NO: 203724

CLOSING DATE: 03/17/2022 by 5pm

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: DODE/Office of Diné Y.O.U.T.H. - Tuba City, Arizona

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ58A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>27,519.84</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>13.18</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> _____	

**DUTIES AND RESPONSIBILITIES:**

Under the general supervision of the Program Supervisor III, perform a variety of office support work of moderate difficulty. Reviews, prepares and maintains all administrative and financial documents on a weekly basis; complete and submit all mandated administrative reports by set deadlines; develop, maintain and ensure files are consistently updated and have an organized filing system within a secure setting. Provides guidance and direction to clientele in direct or indirect services; assist and coordinates office management and day to day operations and responsibilities such as receiving calls, guests, visitors, arrange and schedule meetings, sorts and distribute mail, follow up on program documents, maintain office supplies and equipment, tracks and keeps inventory or equipment with minimum supervision. Monitors and maintains the fund management plan by collecting and depositing money orders/cashier's checks to Cashier's Office within the Office of the Controller; a coordinator in prepare for hiring of youth employment for high school and college students within the fiscal years as funds are available; coordinate the work of temporary personnel and training of new employees; and continuously updates self-development by taking higher education, classes through trainings, workshops, and conferences.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; supplemented by twenty-four (24) college credit hours in Business or closely related field; and one (1) year of general office or related experience; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Within 90 days of employment, obtain a Navajo Nation Vehicle Operator's Permit. Must be FMIS certified.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**